SharpSchool
helping schools succeed

User Guide

Chapter 12

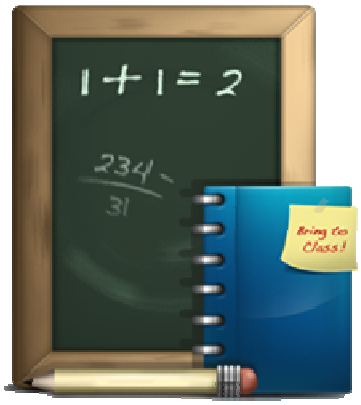
Learning Management System (LMS)

Administrator Guide

Table of Contents

About Online Classrooms 3
About this Guide 3
Who Should Use this Guide 3
Accessing your Website 3
Vital Information 4
Organizations 4
Classrooms 4
Rosters 4
Announcements 4
Organizational Heirarchy of Online Classrooms 5
I. Accessing My Classes 6
II. Creating Organizations 7
1) How to Add an Organization 7
2) How to add LMS Security 8
3) How to add Organizational Security 9
4) Permission Overview 10
III. Creating Departments 11
IV. Create an Announcement 12
V. Add a Grade Level 13
VI. Add a Classroom 14
SharpSchool LMS Summary 15

About Online Classrooms



SharpSchool's Learning Management System (LMS) is an intuitive application that allows educational institutions the freedom to conduct instructional courses online. This online classroom environment is designed to standalone as an entirely virtual classroom, or be used in conjunction with traditional classroom instruction.

About this Guide

This user guide offers administrators with an introduction into SharpSchool's Online Learning Management System (LMS), also known as *My Classes*.

- The first section of this guide, "*Vital Information*" and "*Organizational Hierarchy of Online Classrooms*" provide administrators with an overview of the LMS's terminology and organizational structure.
- From the second section onwards, this guide provides instructions on how to set up user permissions as well as highlights specific topics pertaining to the configuration and maintenance of the LMS.

Who Should Use this Guide

The contents of this guide are written to be readable by users of all technical backgrounds. Primarily, this guide will be used by administrators, department coordinators, principals and curriculum coordinators at schools and districts.

If you have been given a training site, it is a good idea to practice the steps covered in this guide before working on your real site. This eliminates the risk of you accidentally deleting important content or ruining anything on your real site.

Accessing your Website

In order to use *My Classes*, you must first log into your website. The login page to your school or district site will contain fields for the username and password. The location of the login button will vary according to your website's design; however, login buttons are typically available on the upper left corner of your website.

Vital Information

Upon logging into the online classrooms you will be introduced to key terms and concepts. It is important to understand these items and their application within the system before continuing:

Organizations

Within SharpSchool's LMS individual departments are referred to as an *Organization*. These *Organizations* will contain courses for a specific department. Often the responsibility of setting up organizations and assigning specific permissions is upon the administrators. We will cover details on permissions further in this manual.

Classrooms

Once *Organizations* are created, teachers have the ability to create individual classrooms for their use. Classroom creation can be facilitated by Administrators or by individual teachers. A teacher is only allowed to view, maintain and participate in classes he/she has set up.

Rosters

A *Roster* refers to the specific list of students enrolled in a class. In SharpSchool's system, students can only participate in classes they are enrolled in. The task of completing a classroom roster is either performed by the teacher or in some cases is configured by the district.

Districts that use the Student Interoperability Framework (SIF) can setup the SharpSchool's LMS to automatically pull student enrollment directly a Student Information System (SIS).

SIF related setup is entirely handled by the district. This information is detailed in a separate SharpSchool manual.

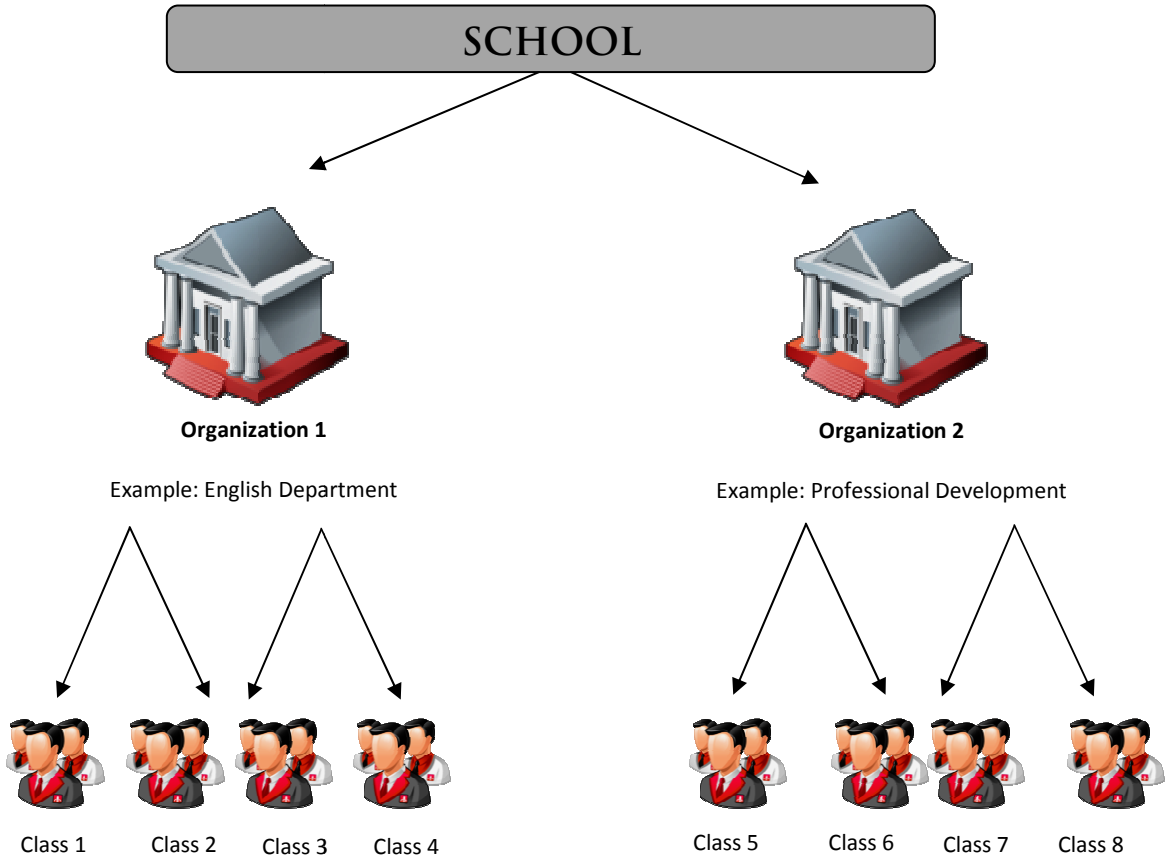
Announcements

The LMS allows administrators the ability to publish announcements for users to view. These announcements are specific for the particular organization and cannot be shared between separate organizations.

Organizational Heirarchy of Online Classrooms

Before creating online classrooms, it is imperative for district and school coordinators to determine the structure in which online classrooms are to be set within the institution.

Online Classrooms configured from the school level must first be divided by *Organization* name, i.e. by the name of the individual departments.



I. Accessing My Classes

There are two ways to access the *My Classes* section for your website:

1) Via Published Links

Advanced modules in SharpSchool are available to authorized users via the *'Published Links'* on the upper margin of your website. Upon logging into your website these links will be populated based on the SharpSchool package purchased by the district.

My Classes Photo Gallery Workspace Form Event
Registration SafeMail Knowledge Repository Room
Reservation Workflow My Cases My Lockers
STANDARD COMMUNITY SCHOOLS
Building a Bright Future for Our Children!
go
Home About Us News Calendar For Students For Parents Staff Directory Contact School Site Map

Here you can click on *My Classes* to access the LMS.

2) URL Extension

Simply type in */lms* at the end of your site's URL to access the LMS. For example: http://xyz.sharpschool.com/lms

This is the direct URL extension to the *My Classes* component of the site.

II. Creating Organizations

1) How to Add an Organization

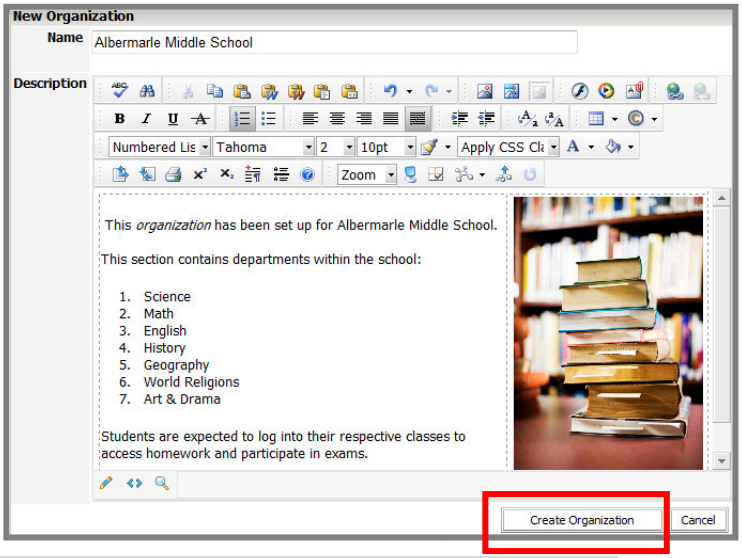
As indicated in the diagram under *Organizational Hierarchy of Online Classrooms* on the previous page, the first step in setting up online classes is to create *Organizations* for the school. To create *Organizations*, click on *My Classes*. The resulting page contains 4 options

a) **Add Organization:** click on this to create an *organization* for a particular school.
b) **Edit:** ability to edit an existing organization
c) **Delete:** simply click on delete to remove the *organization* and all associated *departments* and *classes*.
d) **Security:** allows administrators to determine what permissions are available to users within the organizational structure. It is important that "Registered Users" be given "Read Only" rights to this area in order to access the online classroom. We will return to this section further in this manual.

a. Add Organization

Click on *Add Organization* to create an instance for specific departments. The resulting page contains a simple form:

i) **Name**: name the department.
ii) **Description**: using the content editor, you may create a description for the school as well as provide information for students and teachers using the LMS for the particular school.



When completed, click on *Create Organization*

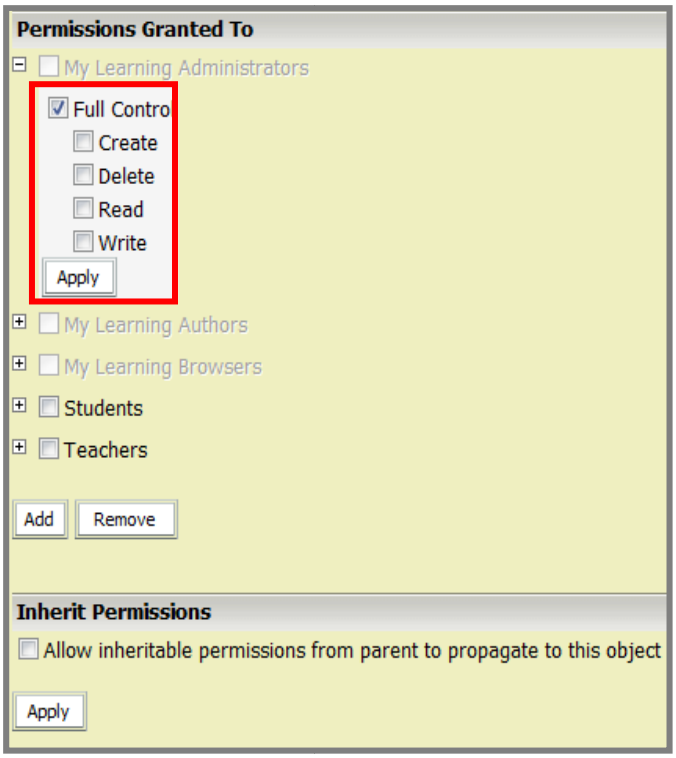
Note: Refer to *Appendix A* of SharpSchool's manuals for information on the content editor.

2) How to add LMS Security

Setting up the correct security permissions for the LMS ensures easy access to authorized individuals and prevents unauthorized access to confidential information. There are three levels of security within the LMS: at the *LMS Level*, *Organization* Level, and *Classroom* Level.

Organization Level Security Overview

Only administrators should be granted Full Control of this section. Teachers and Students are to be given Read Only access. This security measure ensures that only administrators have the ability to create *Organizations*, while any other school members only view it.



To grant permissions, click on the **Security** button and ⊞ to expand the permission selections and check off on the applicable setting. When completed, click ***Apply***.

To add users, click on the ***Add*** button to select a group or user from the pop up window. Likewise, to remove a user or group from the permissions table, simply check off the box corresponding to it and click ***Remove***.

You must select the "Inherit Permissions" option. Selecting this feature will render permissions from the CMS into the online classes.

Note: For information on the specific granular permissions, refer to section II. 4 of this manual.

3) How to add Organizational Security

To add permissions to a specific *Organization*, first click on the organization name.

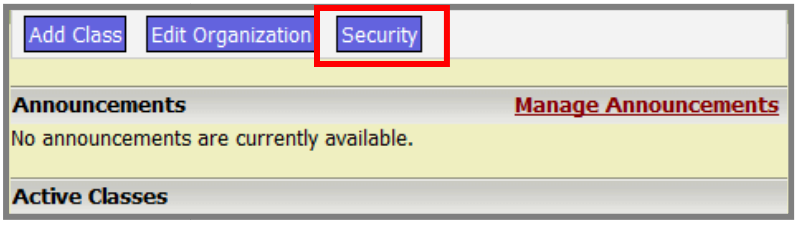
Here there are three primary buttons:

a) **Add Class:** Administrators and teachers can create online classes for specific courses. We will return to this topic in greater detail further in this manual.

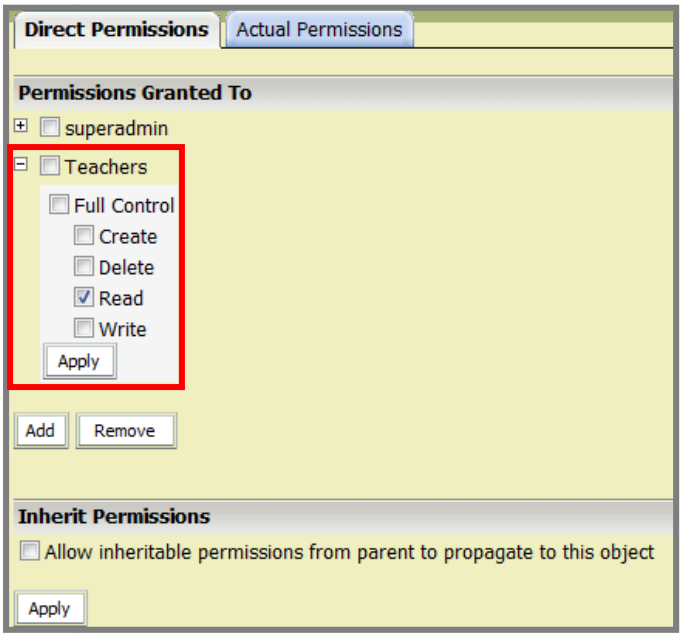
b) **Edit Organization:** Allows administrators to change the name and other description of the *Organization*.

c) **Security:** Administrators to can apply security settings within the specific *Organization*.

To assign permissions within the Organization, click on Security:



Much like the LMS security, only administrators must be given complete control of the specific *Organization*. Teachers may be granted Read Only access and students need not be added into this component since they will only see the courses in which they are enrolled.



You must select the "Inherit Permissions" option. Selecting this feature will render permissions from the LMS into the *Organization*.

4) Permission Overview

The following table details the different permission settings with SharpSchool's LMS.

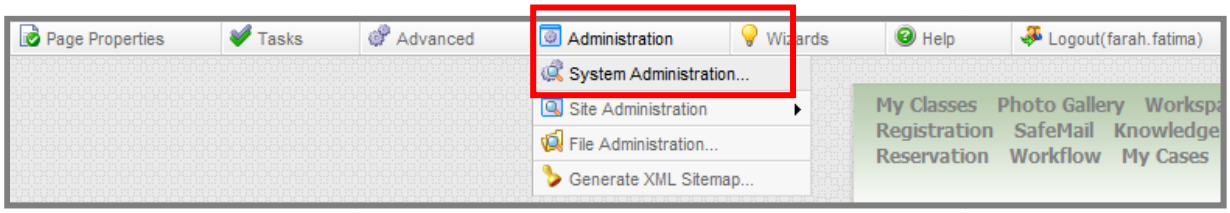
SHARPSCHOOL LMS GRANULAR PERMISSIONS	
PERMISSIONS	**WHAT IT DOES**
Full Control & Create	Allows the user to create organizations.
Delete	Allows users to delete organizations
Read	Allows users to simply view organizations
Write	Allows users to edit the description of an organization
Full Control	Allows the users to control all aspects of the LMS: Create, Delete, Read and Write, as well as the ability to assign permissions to others.

III. Creating Departments

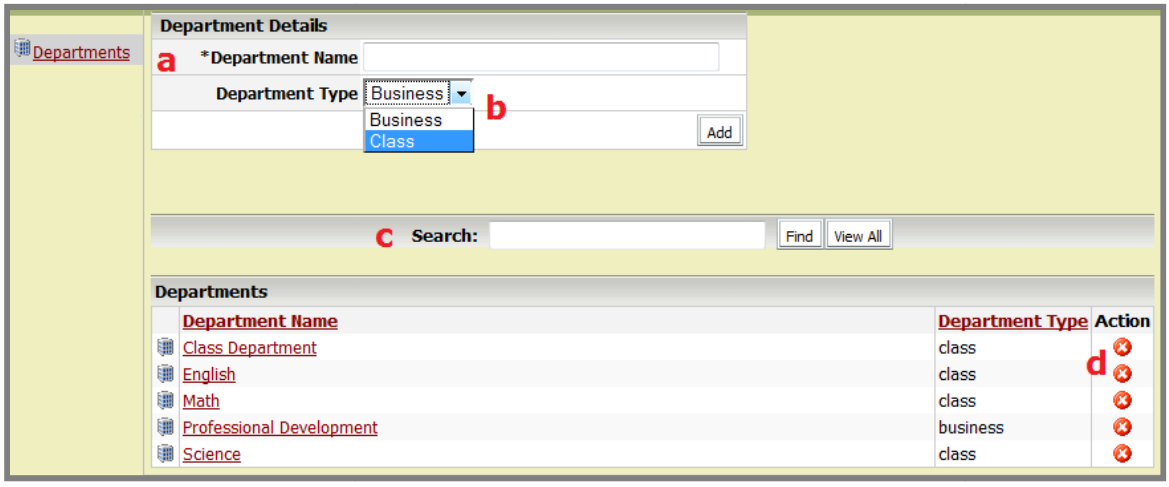
Before creating *Online Classes* within *Organizations*, it is important to create the specific departments for courses. This department list will be available to teachers as they create online classrooms.

Note: Only server administrators have permissions to create departments. It is recommended that ability to create departments be restricted.

- To create *Departments*, click on *System Administration* in the *Administration* menu in the grey tool bar



- Under *General Administration* click on **Manage Organization Structure**
- Click **Departments**



Here you can complete the following:

a) The **Department Name**

b) The **Department Type**: the typical option for this section is *Class*; however, for Professional Development classes at the school or district you may select *Business*.

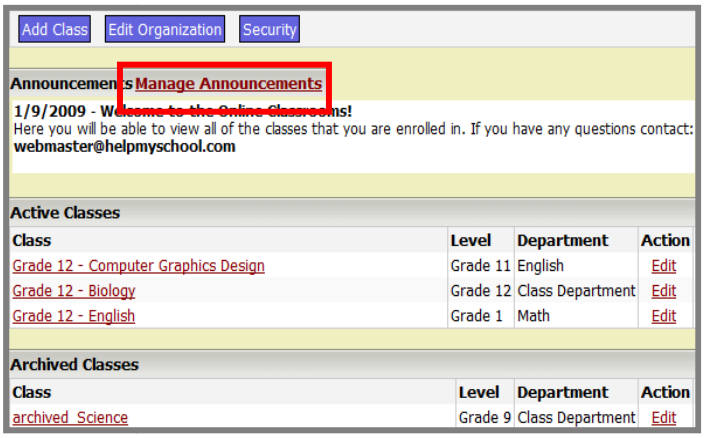
c) **Search:** you have the ability to search for specific departments

d) **Delete:** by clicking you have the ability to delete the department.

Note: to edit a *Department* simply click on the department's name.

IV. Create an Announcement

Administrators have the ability to publish *Organization* specific announcements for teachers and student to view. To create an *Announcement*, simply click on *Manage Announcements* in the *Organization* interface:



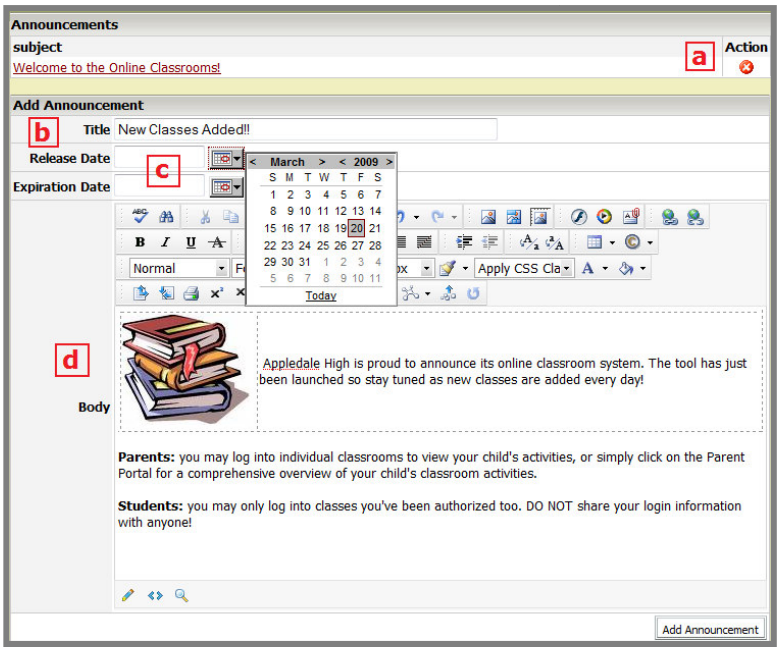
The following page has several options:

a) Delete: simply click on to delete older announcements.

b) Title: include the title of the announcement.

c) Release and Expiration Date: to assign a release and expiration date for announcements select the relevant dates from the drop down calendar.

d) Body: the body is where you can author the announcement. This interface features SharpSchool's Editor and all its standard functionalities.


Announcements
subject
Welcome to the Online Classrooms!
a
Action
Add Announcement
b
Title
New Classes Added!!
Release Date
c
Expiration Date
March
2009
Today
Normal
Apply CSS Cla
d
Body
Appledale High is proud to announce its online classroom system. The tool has just been launched so stay tuned as new classes are added every day!
Parents: you may log into individual classrooms to view your child's activities, or simply click on the Parent Portal for a comprehensive overview of your child's classroom activities.
Students: you may only log into classes you've been authorized too. DO NOT share your login information with anyone!
Add Announcement

When completed, simply click on *Add Announcement*.

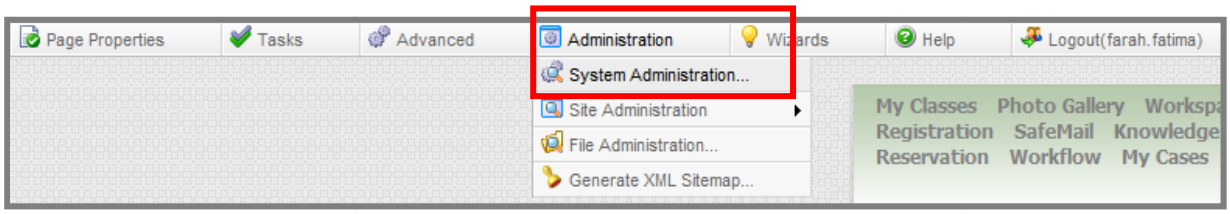
Note: Refer to *Appendix A* of SharpSchool's manuals for information on the content editor.

V. Add a Grade Level

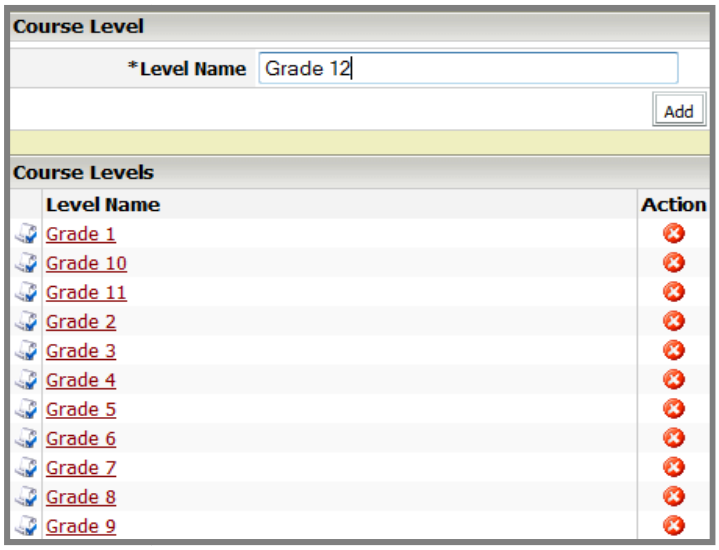
After creating *Departments* for your *Organizations*, the next step will be to create the *Grade Levels* of your courses.

Note: Only server administrators have permissions to create *Grade Levels*. It is recommended that ability to create *Grade Levels* be restricted.

- To create *Grade Levels*, click on *System Administration* in the *Administration* menu in the grey tool bar



- Under *eLearning Server* click on **Manage Course Levels**
- Here under ***Level Name**, simply add in the grade level and click **Add**
- To delete a grade level, simply click on



This grade level will now be available to teachers as they create their online classrooms.

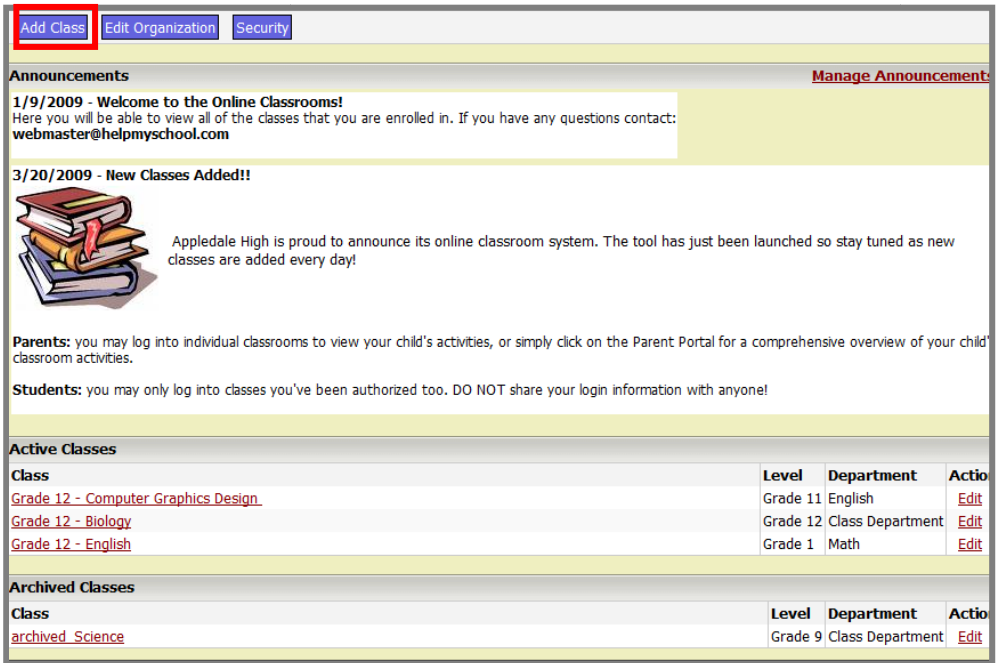
VI. Add a Classroom

There are two ways in which classes may be added into SharpSchool:

1) **Manually:** teachers have the ability to manually create their own classrooms and import a student roster.
2) **SIF Driven:** if your district uses the Student Interoperability Framework (SIF) to connect with a Student Information System (SIS), then classes can automatically be created with the appropriate teacher and student enrolment information.

Note: With a SIF implementation, teachers will be able to log into *My Classes* and directly access their specific courses. Administrators will not be required to set permissions for individual groups and users.

Chapter 13 in SharpSchool's manuals will contain teacher specific information on how to manually create classrooms. Details on a SIF driven implementation are available within the *SharpSchool SIF Guide*.


Add Class
Edit Organization
Security
Announcements
Manage Announcements
1/9/2009 - Welcome to the Online Classrooms!
Here you will be able to view all of the classes that you are enrolled in. If you have any questions contact:
webmaster@helpmyschool.com
3/20/2009 - New Classes Added!!
Appledale High is proud to announce its online classroom system. The tool has just been launched so stay tuned as new classes are added every day!
Parents: you may log into individual classrooms to view your child's activities, or simply click on the Parent Portal for a comprehensive overview of your child' classroom activities.
Students: you may only log into classes you've been authorized too. DO NOT share your login information with anyone!
Active Classes
Class
Level
Department
Actio
Grade 12 - Computer Graphics Design
Grade 11
English
Edit
Grade 12 - Biology
Grade 12
Class Department
Edit
Grade 12 - English
Grade 1
Math
Edit
Archived Classes
Class
Level
Department
Actio
archived_Science
Grade 9
Class Department
Edit

SharpSchool LMS Summary

Here are some important things about SharpSchool's LMS:

Remember: there are 3 levels of security in the LMS – My Classes level, Organizational Level and Classroom Level

Only Administrators must have Full Control of the *My Classes* and *Organizations*

Teachers may be granted Read Only access to the *My Classes* and *Organizations*.

Students need not be given access to the My Classes component since their access is based on enrolment.

Teachers may add their own classrooms, or if your district uses SIF, then classroom and student information is automatically rendered into the LMS.

Administrators are responsible for adding Organizations, Security, Departments and Grade Levels.